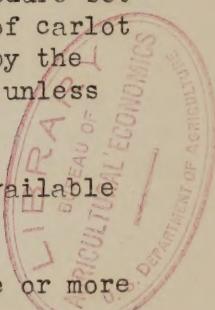


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DEC 21 1939UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.1940 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGIONPROCEDURE TO BE FOLLOWED IN THE COUNTY OFFICE
IN FURNISHING GROUND LIMESTONE AS A GRANT
OF AID UNDER THE 1940 AGRICULTURAL
CONSERVATION PROGRAMPART I. GENERAL INSTRUCTIONS

1. The Agricultural Adjustment Administration, upon the request of producers and under the conditions specified herein, will furnish ground limestone as a grant of aid to be used in carrying out approved soil-building practices on farms in approved counties in the States of Illinois, Indiana, Iowa, Missouri, Ohio, and Wisconsin.
2. The county committees in these counties should advise immediately all cooperating producers that ground limestone containing 80 percent or more of calcium carbonate (equivalent), and ground sufficiently fine so that 90 percent will pass through an eight-mesh sieve, is available as a grant of aid.
3. The county committee will designate a person who will act as consignee, when necessary, who may be one of their number, to be responsible for and to supervise the handling of requests and the delivery of all ground limestone to producers, in accordance with the procedure set forth herein. This person will act as consignee only in case of carlot shipments. In order to act as consignee, the person selected by the county committee must complete form ACP-88 or ACP-88, Revised, unless he has previously completed one of such forms.
4. The ground limestone will be delivered or will be available in bulk.
5. Ground limestone will be furnished to farmers by one or more of the following different methods:
 - (a) Ground limestone will be delivered and spread on the acreage to be limed on farms upon the request of the producer. In no case should requests for less than 4 tons of ground limestone be accepted.

If the field of the producer is too rough, soft, or in a condition that the contractor cannot



spread the ground limestone with a truck, such a request should not be granted.

- (b) Ground limestone will be delivered to the farm and unloaded at a convenient place on the farm upon the request of the producer. In no case should requests for less than 4 tons of ground limestone be accepted.
- (c) Ground limestone may be obtained at the quarry upon request of the producer.
- (d) Ground limestone will be shipped to a local distributing point or railroad siding for pick-up by the producer when aggregate requests for ground limestone by producers total a "minimum" carload. Forty tons of ground limestone will constitute a "minimum" carload.

Form NCR-430-a, entitled "Availability and Cost Schedule of Ground Limestone 19 Agricultural Conservation Program" will designate the methods available by which ground limestone may be obtained within the county for which form NCR-430-a has been prepared and the prices for the different methods outlined therein.

Ground limestone will be delivered to, or may be obtained by, farmers under any of the above-named methods, at the prices designated in NCR-430-a. In cases where the ground limestone is delivered to, or is delivered and spread on the farm, the trucking cost from the quarry to the farm will be included in the price. In cases where the producer obtains the ground limestone at the quarry, the trucking cost from the quarry to his farm will not be included in the price.

6. No deposits will be required for ground limestone. Accordingly, no funds will be handled by the representative designated by the county committee, since the prices quoted in NCR-430-a include all expenses as indicated. In the case of carlot shipments, the cost of freight will be determined and added to the cost of the ground limestone as shown in Section II of form NCR-430-a; however, the trucking cost from the car to the farm of the producer will be paid by the producer requesting the material.

7. Any producer who has placed a request for ground limestone to be delivered by railroad cars and does not accept delivery at the time the material is available, will be held liable for the total delivered cost of the material.

If a producer fails to call for the ground limestone requested, such producer shall be charged the total delivered cost of the ground limestone not accepted and his name will be placed on the Register of Indebtedness for such amount. Such amount will be deducted from the

1940 agricultural conservation payments computed for the farm. If the 1940 agricultural conservation payment computed for the farm is not sufficient to cover such charges, the charge will remain on the Register of Indebtedness and will be applicable to subsequent program payments.

8. A deduction from the 1940 agricultural conservation payment computed for the farm will be made at the applicable rate specified in NCR-430-a for each ton of ground limestone furnished to producers.

9. Where the county and State committees find that a farmer who received ground limestone as a grant of aid used it in a manner which was not in substantial accord with the purposes for which such materials are furnished, the rate of deduction or charge to be applied to the payment for the farm will be twice the amount of the usual rate of deduction for that portion of the material so misused, and any part of the deduction which is in excess of the payment for the farm will be charged as a debt entirely to the person who obtained the material as a grant of aid, and such person will be listed on the Register of Indebtedness in the amount of such excess.

10. Where the county and State committees find that a farmer who received ground limestone as a grant of aid and did not use it in accordance with the provisions of the 1940 Agricultural Conservation Program, but did use it in a manner which was in substantial accordance with the purposes for which such material was furnished, a deduction or charge to cover the cost of the material will be made at the regular rate.

11. Where the county and State committees find that a farmer who received ground limestone as a grant of aid but, due to weather conditions, lack of available labor, or other causes beyond his control, did not use it prior to the expiration of the program year, but stored it for future use, the agreement for the use of such material should be extended to the following year. The deduction or charge to cover the cost of the material should be made in the usual manner from the payment for the farm for the year during which furnished. If the producer later furnishes satisfactory evidence that he has used the material in accordance with the provisions of the agricultural conservation program for the next succeeding year, credit will be given for the application of the material under the program for such succeeding year. If it is not so used, the material will be regarded as misused and charges therefor will be made at the double rate.

12. Where the county committee finds that, after the expiration of the program year, a farmer who received material is storing it for future use, even though he could have applied the material before the expiration of the program year, the farmer should be required to use the material immediately in an approved manner, or return the material to the association. In neither case will the farmer be given soil-building credit for using the material, but a deduction or charge will be made in the regular manner. If, in spite of the efforts of the county committee,

the material is not properly used, the material will be regarded as misused and charges therefor will be made at the double rate.

13. The producer shall be advised that if the value of the material supplied to him is greater than the payment earned on the farm for participation in the 1940 Agricultural Conservation Program, the difference between the value of the material and the payment earned will be repaid to the Secretary of Agriculture. Such refund shall be in the form of a postal money order or a certified or cashier's check payable to the Treasurer of the United States. Such refund shall be forwarded to the State office for disposition and should be accompanied by a memorandum explaining the details in connection with the refund.

PART II. INFORMATION PERTAINING TO THE ELIGIBILITY OF PRODUCERS TO RECEIVE GROUND LIMESTONE AS A GRANT OF AID.

The county committee will be responsible for the determination of the eligibility of producers to receive ground limestone as a grant of aid and will give special care to the following:

1. The provisions of the 1940 Agricultural Conservation Program regarding the manner of using ground limestone shall be clearly explained to the producer.

2. The value of the total quantity of ground limestone requested by all persons on the farm shall not exceed 70 percent of the approximate farm payment which, on the basis of the 1940 Farm Plan (NCR-403), the county committee believes will be earned for participation in the 1940 Agricultural Conservation Program.

All persons interested in the farm payment shall be advised by letter that if the payment to the producer filing the request for the material is not sufficient to cover the deduction required for the material, payments to other persons interested in the farm payment will be subject to the remaining deductions. In the event the payments to all persons interested in the payment on the farm are not sufficient to cover the deduction required for the material, the producer who requested the ground limestone will be listed on the Register of Indebtedness and held personally liable for any difference. If any of the interested parties object, the county committee shall determine whether a grant of aid shall be made.

3. Producers who have requested triple superphosphate as a grant of aid (in counties where triple superphosphate is furnished by the A.A.A.) may request ground limestone as a grant of aid, provided the sum of the value of both materials requested does not exceed 70 percent of the approximate farm payment which, on the basis of the 1940 Farm Plan (NCR-403), the county committee believes will be earned for participation in the 1940 Agricultural Conservation Program.

4. Producers who have made assignments on Forms ACP-69 of any of

their 1940 agricultural conservation payments which are on file in the county office and producers whose names appear or should appear on the Register of Indebtedness will not be eligible for grants of aid.

5. The producer shall be advised that requests for ground limestone as a grant of aid will not be approved for application on land in excess of two tons per acre, except in cases where the soil of the field on which the ground limestone is to be applied has been chemically analyzed by a standard test and such test indicates a larger amount of ground limestone is necessary, in which case the maximum tonnage which may be approved per acre will be the amount indicated by the chemical test.

PART III. PROCEDURE FOR PREPARATION OF FORM
ACP-64 AND "ADVANCE" FORM ACP-65.

Section I. Handling Requests of Producers for Ground Limestone as a Grant of Aid.

A. All producers requesting ground limestone will complete form ACP-64, "Request for Material as Grant of Aid under the Agricultural Conservation Program," in the following manner:

1. Enter in the spaces provided in the upper right-hand corner the names and code numbers of the State and county and the farm number.

2. Enter in the spaces provided, the program year and the request for shipment number which will be that number shown in the upper right-hand corner of form ACP-66 when such request pertains to carlot shipment. This number may be entered any time before the material is delivered. In case of other types of requests this space will remain blank.

3. Enter in Section I, the name of the applicant, type of tenure, post office, and rural route address, and the name of the county and State. The rural address should be clearly described in cases where the ground limestone is to be delivered by the bidder to the farm.

4. Enter in the spaces provided the description of the material "ground limestone"; in the column headed "quantity" the number of tons requested (always in multiples or parts of tons); and in the column headed "units," "tons."

5. Enter in the spaces provided a description of the practice, the number of acres to be treated, and the total amount of material to be used.

6. Delete the words "Maximum Payment in Connection with Soil-Building Practices" where such words appear and insert in lieu thereof "Maximum Agricultural Conservation Payment." Enter in the space to the right of the substituted words, the number of dollars which, in the opinion of the county committee, upon review of the indicated performance on NCR-403, will be earned on the farm in the 1940 Agricultural Conservation Program.

7. Enter in the space provided the deduction for the material requested as a grant of aid.

8. Enter in the space provided the value of other material such as triple superphosphate, which has been requested by the producer as a grant of aid under the 1940 Program.

9. Enter in the space provided the total amount of deduction for all materials requested as grants of aid. The total amount shall not exceed 70 percent of the approximate farm payment which, on the basis of the 1940 Farm Plan, NCR-403, the county committee believes will be earned on the farm by participation in the 1940 Agricultural Conservation Program.

10. Enter the date and obtain the signature of the producer.

11. A member of the county committee and the consignee shall enter their signatures in Section II. Delete the word "Secretary" and enter the word "Consignee."

12. When Sections I and II of form ACP-64 have been completed, enter in the margin of Section I the method by which the ground limestone is requested by the producer. This entry will be any one of the methods outlined under Item 5 of Part I, whichever is determined to be applicable for the farm.

13. All copies of form ACP-64 will be held in the county office until the material is delivered to the producer and Section IV is completed. In those cases where ground limestone is furnished to the producer on the basis of paragraphs (a), (b), and (c), Item 5 of Part I, the blue copies of form ACP-64 will be transmitted to the contractor with the second copy of "Advance" form ACP-65.

In all cases where ground limestone delivery has been made, forms ACP-64 will be checked to determine that the proper charges for the material, plus any additional costs, are entered thereon. For example, (1) in certain cases a producer may be delivered a smaller quantity than he requested and the form ACP-64 should be corrected to show the actual amount delivered and the value of the reduced amount of the request, and (2) in certain cases demurrage charges or other costs may be charged to a producer and such charges should be shown in Section I of form ACP-64 and added to the total charge to be made against the producer's 1940 agricultural conservation payment.

B. Preparation of "Advance" form ACP-65, "Summary of Requests" for ground limestone.

Before preparing "Advance" form ACP-65, segregate forms ACP-64 according to the type of request. A separate "Advance" form ACP-65 will be prepared in triplicate for each type of request. Types of requests set forth in paragraphs (a), (b), and (c) of Item 5 of Part I will be summarized weekly, in order that the contractor may have such requests as soon as

possible. The type of request set forth in paragraph (d) of Item 5 of Part I will be summarized only when such requests total 40 or more tons for one unloading point.

"Advance" form ACP-65 will be prepared in triplicate in the following manner:

1. Enter the word "Advance" above the title "Summary of Request" and the words "Ground Limestone" under the title. At an appropriate place near the title also enter the method of application of ground limestone for which this "Advance" form ACP-65 is being prepared. For example, in case of carlot shipments, enter the words "Carlot shipment." An "Advance" form ACP-65 will be prepared for each method of request.

2. Enter in the upper right-hand corner the State and county code numbers and the Aaa number of the respective Form ACP-66.

3. Enter in the spaces provided the name of the material, i.e., "ground limestone" and the date of delivery desired.

4. Enter in the spaces provided the name and post office address of the consignee in case of carlot shipments. For all other types of requests, this space will be left blank.

5. Enter in the spaces provided the name of the railroad or common carrier which is to deliver the ground limestone and the actual point to which delivery is to be made. The delivery point may be any station designated by the county committee where ground limestone is ordered in carload lots. Where the ground limestone will be obtained by the producer at the quarry, the entry will be "Quarry." Where the ground limestone will be delivered to the farm and spread on the farm or where the ground limestone will be delivered to the farm and unloaded on the farm, the common carrier will be the contractor's name, and the delivery point will be the farmstead of the producer.

6. Enter for each farm in the respective column heads, the following:

- (a) The farm number, in the column headed "Serial Number."
- (b) The name and address of the producer.
- (c) The word "tons" in the unit column.
- (d) The number of tons requested (always in multiples or parts of tons) by the producer in the quantity column.

7. Enter in the "total requested" line the sum of the entries indicated in the quantity column.

8. A member of the county committee and the consignee shall date and enter their signatures in the spaces provided. Delete the word "Secretary" and enter the word "Consignee."

9. The county committee shall distribute "Advance" form ACP-65 as follows:

(1) The distribution of "Advance" form for types of requests set forth in paragraphs (a), (b), and (c), of item 5, Part I, will be:

(a) The original copy will be forwarded to the State office so that the State committee may be informed of the movement of ground limestone within the county.

(b) The second copy will be attached to the blue copies of form ACP-64 for all requests shown on "Advance" form ACP-65 and forwarded to the contractor.

(c) The third copy will be retained in the county office.

(2) The distribution of "Advance" form ACP-65, in the case of carload shipments, will be:

(a) The original and second copy will be forwarded to the State office with the respective form ACP-66.

(b) The third copy will be retained in the county office

PART IV. PROCEDURE FOR PREPARATION OF RECEIPT FORMS AND SUMMARIES THEREOF BY CONTRACTORS, FINAL FORM ACP-65, FORM ACP-66, FORM ACP-67, AND OBTAINING SAMPLES.

Section I. Handling of Requests of Producers for Ground Limestone as a Grant of Aid when Obtained at the Quarry by the Producer or When Delivered to the Farm or Delivered and Spread on the Farm by the Contractor.

A. Forms prepared and handled by contractor.

Upon receipt of the blue copies of ACP-64 and the second copy of "Advance" form ACP-65, the contractor will deliver ground limestone to farms of producers, or to producers calling at the quarry who have requests for such material, which have been approved by the county committee. The contractor will be requested to prepare certain forms as follows:

1. The contractor shall provide a receipt form which will be prepared by him in triplicate, and contain the following information:

(a) Date delivery is made to producer.

(b) Method by which delivery is made. This may be any one of the methods outlined in paragraph (a), (b), or (c), Item 5 of Part I.

(c) Total tonnage delivered.

(d) Farmer's signature.

2. The original copy of the contractor's receipt form will be forwarded to the county office on the fifteenth and last day of each month. The second copy will be given to the producer when delivery is made, and the third copy will be retained by the contractor.

3. When the contractor's receipts are forwarded to the county office a semimonthly statement sheet will be prepared in triplicate by the contractor showing (1) the names of all the individuals to whom ground limestone was delivered; (2) the type of delivery, i.e., delivered and spread on farms, or delivered to farms, delivered at quarry; (3) total quantity delivered; (4) the price of the material for each method of delivery; and (5) the total value of the material disposed of as a grant of aid.

4. The contractor will retain the blue copies of form ACP-64 which he used for the purpose of identifying the place of delivery.

B. Handling of requests when delivery has been made.

When the county committee receives the various forms from the contractor, all such forms shall be checked to determine whether the producer has received the amount of material indicated on the related form ACP-64. If the producer has received more material than specified on the form ACP-64, approved by the county committee, the contractor will be advised that he can expect payment from the United States Government for only that portion of the material specified on form ACP-64. If the producer has received less material than specified on the form ACP-64, approved by the county committee, form ACP-64 should be corrected to conform to the amount of material furnished the producer.

The State committee will be informed by the county committee of the final distribution of ground limestone to producers. This report will include the farm number, names and addresses of the producers obtaining the material, and the amount obtained by each as shown on the contractor's receipts signed by producers. This report will be made on form ACP-65 and will be marked "Final." The consignee will prepare "Final" form ACP-65 in triplicate semimonthly in the same manner as was used in the preparation of "Advance" form ACP-65.

Upon completion of "Final" form ACP-65,

1. The county committee will forward the following to the State office:

(a) Two copies of "Final" form ACP-65.

- (b) The original copy of the contractor's delivery summary form. (This form should be checked thoroughly by the county committee and when checked should be marked "checked" and signed by the chairman of the county committee.)
- (c) The original copies of the contractor's receipt. (This form must be properly signed by the producer to whom the ground limestone was delivered and initialed by the chairman of the county committee.)
- (d) The white copies of ACP-64.

2. The county committee will retain the yellow copies of form ACP-64 and the third copies of "Final" form ACP-65 in the county office.

C. Securing samples of ground limestone for analysis.

A representative of the county committee will obtain samples of ground limestone at the quarry of all contractors furnishing such material as a grant of aid during the period when requests are being filled by the contractors. These samples will be obtained as often as the county committee determines that a ground limestone analysis is necessary, in order to determine whether the ground limestone being furnished to producers meets the requirements of the contract. Samples shall be obtained from the quarry by the representative of the county committee at least twice a month and more often if there is some question as to the analysis of material furnished by certain contractors. This quarry sample will be obtained from all quarries of all contractors furnishing ground limestone as a grant of aid by sampling the material as it comes from the crusher or by sampling the material in bins or in reserve piles, in case the crusher is not in operation.

The representative of the county committee will provide himself with a large can for sampling purposes. He will remove a small scoop shovel full of ground limestone at various times as it comes from the mill or from various points on the reserve pile or from the bin of ground limestone. These samples should be mixed thoroughly in the large can from which a quart sample of the ground limestone should be removed. This quart sample should be properly labeled and forwarded to the State office for analysis.

The ground limestone sample should be identified by showing the date, contractor's name and address of quarry, method by which sample was taken, and any other information.

Any producer who receives ground limestone as a grant of aid may obtain an analysis of the material furnished him if he will provide the county committee with a sample of such material.

A. When "Advance" form ACP-65 has been completed totaling a minimum car of 40 or more tons, the county committee will place an order for a shipment of such amount with the State committee. For this purpose, form ACP-66, "Request for Shipment" will be prepared as follows:

1. Enter in the spaces provided the date of delivery desired, and the names and code numbers of the State and county.

2. Enter in the space provided the words "North Central" on the line preceding the word "Division."

3. Enter in the spaces provided under the words "Consign to" the name of the county, the name of the consignee, consignee's post office address, name of the railroad or other common carrier, and the actual point of delivery.

4. Enter in the spaces provided a complete description of the material, i.e., "ground limestone," the quantity requested, and the unit in tons.

5. On completion of form ACP-66, all copies will be mailed with "Advance" form ACP-65 to the State office.

When the request for a carload of ground limestone has been approved by the State committee, a copy of "Advance" form ACP-65 and a "Request for Shipment," form ACP-66, will be returned to the county office.

The county committee will also be advised by memorandum of the approximate date the car will arrive, from where the car was shipped, and other information concerning the shipment.

B. Procedure to be followed upon arrival of a carload of ground limestone.

Upon receipt of the ground limestone, the consignee will notify all producers who have requested the material. The consignee will also acknowledge receipt of the ground limestone and make a report concerning its condition. This report will be made in triplicate on form ACP-67, "Receiving and Inspection Report."

In case of material damage in the car, the consignee will call the attention of the freight agent to such damage and obtain the freight agent's certification of the damage reported on ACP-67 or "Way-Bill." Damaged material will not be accepted. However, the undamaged material in the car shall be distributed to the farmers.

The consignee will obtain a sample of ground limestone from the car by removing a small scoop shovel full of ground limestone from each truck load of the material leaving the car. When the car is emptied, these samples should be mixed thoroughly on a clean part of the floor of the car by scooping from one pile to another, three or four times. By

inserting the scoop into the center of the pile, when thoroughly mixed and lifting upward, a relatively average sample should be obtained on the scoop shovel. At least a quart of the material on the shovel will constitute a sample and should be properly labeled and forwarded to the State office for analysis. This sample, when properly identified, will include the date, car number(s), Aaa shipping request number, name and address of shipper and other information.

C. Receiving and inspection report.

The consignee will be responsible for receiving and inspecting all carload shipments of ground limestone and shall prepare a form ACP-67 in triplicate as follows:

1. Enter in the spaces provided the names and code numbers of the State and county, and the "Request for Shipment" Aaa number.
2. Enter in the spaces provided the date received, name of material, and the name of the manufacturer.
3. Enter in the spaces provided the actual point of delivery, the name of the railroad or other common carrier, and the amount of material received expressed in tons.
4. Enter in the spaces provided the car initials, car number, car seal number(s), condition of car seals, railroad way-bill number with its date, and the delivery agent's freight bill number with its date.
5. Report in detail in the appropriate space any losses, damaged material, shortage, etc., or the general condition of the shipment upon its arrival.
6. After form ACP-67 is completed, the consignee will date and sign.

The original and first copy of form ACP-67 will be transmitted to the State office and the last copy will be filed in the county office.

D. Acceptance of ground limestone by producer.

The consignee will supervise the distribution of the ground limestone to see that each producer receives the amount requested on form ACP-64 and shown on "Advance" form ACP-65. The consignee or persons handling the distribution of ground limestone shall be very careful so that no shortages of material occur, since there is no way of charging such losses to county association expenses.

The consignee will arrange to secure the services of a public scale for the weighing of the materials removed from the car. The expense incurred in connection with obtaining these weights shall be paid for by the producer at the time the material is delivered.

The producer will acknowledge receipt of the material in Section IV of form ACP-64 in the following manner:

1. Enter in the spaces provided the quantity of material received by the producer, the unit in "tons" and a description of the material, i.e., ground limestone.

2. Enter in the space provided the date the material was received and obtain the signature of the producer.

When form ACP-64 is completed, the white copy will be mailed to the State office, the yellow copy will be filed in the county office, and the blue copy will be given to the producer.

E. Report to the State committee on disposition of ground limestone.

The State committee will be informed as to the final distribution of the car of ground limestone. This report will include the farm number, names and addresses of producers obtaining the material, and the amount obtained by each. This report will be made on form ACP-65 and will be marked "Final."

The consignee will prepare "Final" form ACP-65 in triplicate in the same manner as was used in the completion of "Advance" form ACP-65. Upon completion of "Final" form ACP-65 the original and second copies will be mailed to the State office and the last copy will be filed in the county office.

PART V. DISTRIBUTION OF FORMS

Section I. Distribution of Forms when Delivery is Made by Methods Outlined under Paragraphs (a), (b), and (c), of Item 5, Part I.

The following table indicates who will prepare the various forms, the number of copies to be prepared, and the distribution to be made thereof, for shipments not handled by bills of lading:

Form	Title	Prepared by	No. of Copies	Distribution
ACP-64	Request for material as Grant of Aid under the Agricultural Conservation Program	Producer	3	Original copy to State Office with Contractor's Receipt Form, Contractor's Delivery Summary, and ACP-65. Yellow copy retained in County Office file. Blue Copy to Contractor.
"Advance" ACP-65	"Advance" Summary of Requests	County	3	Original Copy to State Office. 2nd copy to Contractor. 3rd copy for County Office File.
Receipt Form	Contractor's Receipt Form	Contractor	3	Original Copy to County Office - then forwarded by County to State Office with Original ACP-64, "Final" ACP-65, and Contractor's Delivery Summary. Second Copy to Producer on delivery. Third Copy retained by Contractor.
Summary	Contractor's Delivery Summary	Contractor	3	Original Copy to County Office - then forwarded to State Office with original ACP-64, "Final" ACP-65, and Contractor's Receipt Form. Second Copy for County Office file. Third Copy retained by Contractor.
"Final" ACP-65	"Final" Summary of Request	County	3	Original and Second Copy to State Office with original ACP-64, Contractor's Receipt Form, and Contractor's Delivery Summary. (Original will be forwarded to Washington with Voucher Form 1034.) Third Copy retained in County Office File.
1034	Public Voucher for Purchases and Services other than Personal	State Office	4	Original and 2 Copies to Washington with "Final" ACP-65 attached. 1 Copy to State accountant.
RF-12	Record of Indebtedness	Application for Payment Section of State Office	2	Original to County Office Copy filed in Application for Payment Section

Section II. Distribution of Forms when Delivery is Made by the Method Outlined under Paragraph (d) of Item 5, Part I.

The following table indicates who will prepare the various forms, the number of copies to be prepared, and the distribution to be made thereof for shipments handled by bills of lading.

From Quarry by Carlot Shipments

Form	Title	Prepared by	No. Copies	Distribution
ACP-64	Request for Material as Grant of Aid under the Agricultural Conservation Program	Producer	3	All copies held in County Office until Section IV is completed. When limestone received by Producer. Original to State office. Yellow copy retained by county office. Blue copy to producer.
"Advance"	"Advance" Summary of Requests	County	3	Original and 1 copy to State office. 3rd copy filed in county office.
ACP-65	Request for Shipment	County	4	All copies to State office with "Advance" ACP-65. 1 returned to county office. Original to quarry for shipment, and when original of ACP-64 is received, State retains copy and sends 1 copy to Washington with Form 1034.
ACP-67	Receiving and Inspection Report	County (Consignee)	3	Original and 1 copy to State office. 1 for county file.
"Final"	Summary of Requests	County (Consignee)	3	Original and 1 copy to the State Office. (Original will be forwarded to Washington with Voucher Form 1034) 1 for county file.
ACP-65				
1034	Public Voucher for Purchases and Service other than Personal	State office	4	Original and 2 copies to Washington Attach copy of "Final" 65 copy of ACP-66 copy of ACP-67 1 copy to State accountant.

